

# Safe Storage of Hazardous Chemicals

Brunswick Crèche and Day Nursery aims to provide a safe environment where chemicals and hazardous equipment are safely stored and managed away, that poses no risk to the health and well-being of children, families, educators and other staff or visitors and to ensure that hazardous materials are stored appropriately.

By maximising responsiveness of the prospective hazards of chemicals and equipment, we condense the risk of harm to educators, children and families by ensuring hazardous products are safely stored.

The centre defines a dangerous product as any chemical, substance or material that can cause potential harm, injury or illness to persons or damage to the centre's environment.

- The centre categorises dangerous products into the following sub groups;
  - Hazardous chemicals and substances;
  - Dangerous goods;
  - Poisons;
  - Drugs (including medications); and
  - Miscellaneous dangerous products.
- The centre ensures that there are emergency procedures and practices for accidental spills, contamination and corresponding first aid plans for all dangerous goods handled and stored in the centre.
- It is understood that there is a shared legal responsibility and accountability between, and a commitment by, all persons to implement the centre's Dangerous Products Policy, procedures and practices.

## **Management will ensure:**

- That every practical provision is taken to protect children being educated and cared for by the centre from harm and any hazard likely to cause injury. (National Law section 167.)
- All dangerous goods and hazardous substances are identified within the centre and included in a chemical register
- All risk assessments has been conducted in consultation with the Health and Safety Representative prior to using any dangerous or hazardous substance.
- Educators adhere to the Centre procedures for dealing with chemicals.
- Safety Data Sheets (MSDS) and the Chemical Register is readily available and updated
- Appropriate training and Personal Protective Equipment (PPE) is provided for employees who may be exposed to dangerous goods and hazardous substances
- Relevant signage is displayed, highlighting the hazardous nature of chemicals used or stored in the workplace.
- There are emergency procedures and practices for accidental spills, contamination and corresponding first aid plans for all dangerous goods handled and stored in the Centre.
- Action is taken to remove any pests or vermin by a licensed exterminator, who will provide the Centre with a certificate of currency. Initially using non-chemical methods such as physical removal, maintaining a clean environment, and use of any non-toxic products will be implemented.

## **A Nominated Supervisor/ Certified Supervisor will ensure:**

- At all times there is an educator on the premises with ACECQA approved first aid qualifications.
- In the event that such activities should occur, children will be relocated to another room of the centre for periods of short duration. Lengthy dangerous activities will be required to occur when the centre is closed.
- Should any pests or vermin be identified action should be taken to rid the centre of the problem. Initially using non-chemical methods such as physical removal, maintaining a clean environment, and use of non-toxic products.
- There are appropriate storage facilities in the Centre in which dangerous products are stored.



- Dangerous products will be stored in areas of the Centre that are not accessible to children or in cupboards fitted with childproof locks.
- To develop a hazardous substances register and a risk assessment for any dangerous materials stored in bulk within the education and care premises.
- Material Safety Data Sheet (MSDS) will be maintained at the centre. Material Safety Data Sheets must be kept on all chemicals used on the premises. Work Health and Safety (WHS) officers to keep this information up to date at all times – with a review of the folder annually. No MSDS is to be more than 5 years old.
- Any dangerous tools used for maintenance are to be inaccessible to children at all times. Maintenance staff must sign in before commencing work in order for staff to ensure children are moved away from area to be repaired. It is endeavoured major maintenance is to be done outside hours on centres operation in order to ensure maximum safety for children. (E.g. removal of trees, repair to drainage system, etc.)
- Poisons Hotline phone number is to be displayed next to all phones within the centre.
- Cleaning chemicals and aids must be stored in locked cupboards. Chemicals used by staff in spray bottles to clean tables and equipment must be clearly labelled with contents and must be kept up high and out of reach from children in a locked cupboard.
- Any cupboards with dangerous chemicals must have a sign stating chemicals stored on door indicating this.
- Education about dangerous products and their storage can be used to ensure both children's and family awareness of the topic. Activities, posters or information in newsletters can be used to highlight the issue
- Cleaning and hazardous products should not be stored close to food products.

#### **Educators will:**

- Seek medical advice if needed by contacting the Poisons Information Line – 13 11 26 or by calling 000.
- Wear Personal Protective Clothing when handling dangerous materials.
- Strictly adhere to the 'Directions for use' on the product label.
- Dispose of all products safely, in accordance with the manufacturer's instructions on the product label, Work Health and Safety regulations and Council by-laws.
- Consider minimising the use of dangerous products in the education and care service and use alternate "green cleaning" options.
- Complete half yearly (6 months) WHS checklists to ensure that any dangerous products used within the education and care service have current Material Safety Data Sheets (MSDS) and are stored appropriately.
- Staff are responsible to ensure that these areas remain secure and they do not inadvertently provide access for children to these items.
- Educators and other should always read the label before use of any cleaning material, sprays or chemicals and be aware of appropriate first aid measures.
- Chemicals used by staff in spray bottles to clean tables and equipment must be clearly labelled with contents and must be kept in a locked cupboard out of reach from children.
- All potential dangerous products such as cleaning materials, disinfectants, flammable, poisonous and other dangerous substances, tools, toiletries, first aid equipment, and medications will be stored in the appropriate containers, clearly labelled that preferably have child resistant lids and caps and stored in the designated area which is inaccessible to the children.
- Only administer children's medications with family authorisation and in accordance with medical directions. See Medication Policy.
- Ensure medication is stored in an area inaccessible to children.
- Ensure any medications or dangerous substances that requires refrigeration, be placed in a labelled childproof container, preferably in a separate compartment of the fridge.
- Low irritant, environmentally friendly sprays to be used minimally and only with adequate ventilation. Preferably not to be used in the presence of the children. Aerosol cans such as shaving cream etc.,



used for specific activities will only be used outside in a well-ventilated area and with appropriate protective equipment.

- All educators and other staff (including casual staff) will be made aware on initial orientation at the centre, correct storage and usage procedures for potential hazardous materials.
- Be encouraged to attend professional development sessions to maximise their awareness of dangerous products, potential hazards and source chemical free methods to reduce possible hazards in the education and care service.
- Ensure cleaning and hazardous products are not be stored close to food products.
- Read the label before using any cleaning material, sprays or chemicals and be aware of appropriate first aid measures.

### **Chemical Spill Procedure**

Brunswick Crèche & day Nursery will adhere to the following procedure should a chemical be spilled in the Centre.

- Chemical spills should be cleaned up immediately in a safe manner.
- Remove children from the area.
- Contain the spill. Ensure that it is cleaned up thoroughly and promptly.
- Approach with care when cleaning. Some chemicals may lack colour or odours, but may still be dangerous. Never assume a chemical is harmless
- Identify chemicals and potential hazards by using the appropriate Material Safety Data Sheet.
- Use the manufacturer's recommendations to clean up the spill appropriately.
- Decontaminate any equipment or clothing associated with the spill.
- Dispose of any equipment should the spill have made it unsafe for further use.
- Reflect on procedures to analyse how this incident occurred and how the incident could be prevented in the future.

### **Purchasing/Storing and Using Hazardous Substance**

When purchasing, storing and/or using any dangerous chemicals, substances, medicines or equipment, our centre will:

- **Purchasing**

When purchasing dangerous chemicals, substances, medicines or equipment, the Nominated Supervisor will:

- Select and use the least hazardous substance or equipment
- Only select substances which have child resistant lids or caps
- All hazardous chemicals must be supplied with a Material Safety Data Sheet (MSDS) formerly called a Material Data Safety Sheet. Our centre will adhere to the manufacturer's instructions for use, storage, and first aid instructions recorded on the MSDS.
- Ensure educators adhere to the manufacturer's instructions for use, storage, and first aid recorded on the SDS
- The Centre will keep a register of all hazardous chemicals, substances and equipment used at the Centre. Information recorded should include where they are stored, their use, any risks, and first aid instructions and the current MSDS. The register will be readily accessible.

- **Using**

When using dangerous chemicals, substances, medicines or equipment, educators will:

- Ensure the child resistant lids or caps are properly closed after use
- Adhere at all times to manufacturer's advice and instructions when using products to clean furniture and equipment at the centre.
- Seek medical advice immediately if poisoning or potentially hazardous ingestion, inhaled, skin or eye exposure has occurred, or call the Poisons Information Line on 13 11 26, or call an Ambulance on 000.
- Appropriate personal protective clothing should be worn in accordance to the



Manufacturer's instructions when using and disposing of hazardous substances or equipment.

- In the case of any child or educator becoming injured by a chemical, substance or equipment, the centre will initiate our emergency, medical and first aid procedures, notify the appropriate authority that administers workplace health and safety immediately and any other person or authority as required by regulations or guidelines.
- In any major emergency involving a hazardous chemical or equipment, a hazardous gas or a fire or explosion hazard, call the emergency centres, dial 000 and notify the appropriate authority that administers workplace health and safety and any other person or authority as required by regulations or guidelines.

- **Storing**

When storing dangerous chemicals, substances, medicines or equipment, educators will:

- Store all dangerous chemicals, substances and medicines in their original containers provided by the manufacturer.
- All labels and/or use by dates should be kept intact at all times. Any substance found to be stored in a different container than originally provided, or with destroyed labels and/or unknown use by dates where appropriate will not be used under any circumstances. Containers should be disposed of correctly following local council guidelines, and not reused under any circumstances.
- Containers should be disposed of correctly following local council guidelines, and not reused under any circumstances.
- Dispose of (without using) any dangerous substance not stored in the original container, or with destroyed labels and/or unknown use by dates. Disposal will be safe and in line with local council guidelines. Containers will not be reused under any circumstances
- All dangerous chemicals, substances and equipment must be stored in a locked place or facility which is labelled, secure and inaccessible to children. These materials may include, but are not limited to, all cleaning materials, detergents, poisonous or dangerous substances, dangerous tools and equipment including those with sharp and razor edges and toiletries.
- Any substance found to be stored in a different container than originally provided, or with destroyed labels and/or unknown use by dates where appropriate will not be used under any circumstances.
- Particularly dangerous and hazardous materials such as pesticides, herbicides, petroleum, kerosene, solvents and equipment which is operated by an engine or hazardous to children, will be stored in a locked facility external to the main building of the Centre, and separate from children's play or outdoor environments.
- Educators should follow the instructions of manufacturers, particularly of any product which may need to be stored in a refrigerated environment pursuant to the aforementioned directives.
- Any substances that need to be refrigerated must be stored in a labelled, child resistant container, preferably in a separate compartment or in a part of the refrigerator inaccessible to children.

### **Minimising Potentially Dangerous Substances**

Our centre also implements the concept of minimising the use of potentially dangerous substances. Ordinary detergents will be used to help remove dirt from surfaces. Colour-coded sponges (e.g., pink for the kitchen, yellow for the bathroom) will be used in order to not cross-contaminate areas. Different rubber gloves will also be used in each room then hung out to dry and air. Before returning to the children educators will wash and dry hands.

### **First Aid Action on Dangerous products**

The following steps are in an incident relating to dangerous products.

- If product known;
  - Refer to individual Material Safety Data Sheet (MSDS)



- Follow first aid advice highlighted on the MSDS, depending on whether the product has been swallowed, in eyes, on skin or inhaled
- If product not known;
  - Phone Poisons Information Centre on 131126.
  - Phone 000 if first aid is not helping or advised to do so by Poisons Information Centre
- Immediately ring the emergency services on 000 if there is any major emergency involving a hazardous chemical or equipment, a gas, fire or explosion hazard
- Implement the first aid procedures in the Incident, Injury, Trauma and Illness Policy, and if required the emergency procedures in the Emergency Management and Evacuation Policy, if a child or any other person is injured by a chemical, substance or equipment.

### Other requirements

The Nominated Supervisor will:

- Notify the appropriate Workplace Health and Safety Authority if there is any major emergency involving a hazardous chemical or equipment, a gas, fire or explosion hazard or a child or any other person is seriously injured by a chemical, substance or equipment (refer Work Health and Safety Policy).

**Source:** Guide to the Education and Care Services National Law and the Education and Care Services National Regulations, ECA Code of Ethics. Guide to the National Quality Standard. Occupational Health and Safety Act 2000, Occupational Health and Safety Regulations 2001, Work Health and Safety Act 2011 [www.workcover.nsw.gov.au/newlegislation2012/Pages/default.aspx](http://www.workcover.nsw.gov.au/newlegislation2012/Pages/default.aspx), Storage and Handling of Dangerous Goods: Guidance [www.workcover.nsw.gov.au/formspublications/publications/Documents/storage\\_handling\\_dangerous\\_goods-1354.pdf](http://www.workcover.nsw.gov.au/formspublications/publications/Documents/storage_handling_dangerous_goods-1354.pdf), Approved First Aid Qualifications [www.acecqa.gov.au/qualifications/approvedfirst-aid-qualifications](http://www.acecqa.gov.au/qualifications/approvedfirst-aid-qualifications), Poisons Information [www.austin.org.au](http://www.austin.org.au), Royal Children’s Hospital – Safety Centre [www.rch.org.au](http://www.rch.org.au)

**Date Implemented:** 16/04/2012

**Review Completed:** 10/01/2017

**Schedule for Review:** 10/01/2018

### National Quality Standard – NQS

#### Quality Area 2: Children’s Health and Safety

<b>2.3</b>	Each child is protected
<b>2.3.2</b>	Every reasonable precaution is taken to protect children from harm and any hazard likely to cause injury
<b>2.3.3</b>	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented.

#### Quality Area 3: Physical Environment

<b>3.1.1</b>	Outdoor and indoor spaces, buildings, furniture, equipment, facilities and resources are suitable for their purpose.
<b>3.3</b>	The service takes an active role in caring for its environment and contributes to a sustainable future.
<b>3.3.2</b>	Children are supported to become environmentally responsible and show respect for the environment.

### Education and Care Service National Regulations

<b>85</b>	Incident, injury, trauma and illness policies and procedures
<b>97</b>	Emergency and evacuation procedure
<b>106</b>	Laundry and hygiene facilities

